



Administrative Policies and Procedures: 29.1

Subject:	Monitoring and Conducting Fire and Occupational Safety Inspections in Youth Development Centers
Authority:	TCA 37-5-101; 37-5-102; 37-5-105; 37-5-106
Standards:	ACA: 3-JTS-2A-03; 3-JTS-3B-01; 3-JTS-3B-02; 3-JTS-3B-08; 3-JTS-3B-09; DCS Practice Standards: 8-306
Application:	To All Youth Development Center Superintendents, Youth Development Center Employees, Facilities Safety Officers and Director of Facilities and Support Services and Employees

Policy Statement:

The youth development center superintendents will require the facilities safety officer to review weekly inspections and perform monthly inspections of fire and emergency equipment to ensure compliance with federal, state and local fire codes. The facilities safety officer, in coordination with the DCS Facilities and Support Services Division, will also facilitate an annual inspection by the **State fire marshal**.

Purpose:

To ensure that all Youth Development Centers adhere to applicable **National Fire Protection Agency (NFPA)** and **Tennessee Occupational Safety and Health Administration** and **Health Administration (OSHA)**, 1999 **Southern Building Codes** by conducting fire, safety, communication protocols and sanitation inspections to ensure a safe environment to promote productivity for employees and effective service delivery to youth and families.

Procedures:

A. Role of the facilities safety officers	<ol style="list-style-type: none">1. Employees will be trained in fire safety and fire codes prior to taking the facilities safety officer position. They will receive forty (40) hours of initial fire safety training in their first year and another twenty-four (24) hours of safety and fire related training each year thereafter.2. This training will cover:<ol style="list-style-type: none">a) Fire safety issues,b) Hazardous chemical control,c) Job safety, andd) Relevant DCS policies and American Correctional Association (ACA) standards, or other related studies.3. The facilities safety officer will:<ol style="list-style-type: none">a) Be notified immediately of all incidents pertaining to fire and occupational
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	<p>safety (fires, spills, etc.), especially those that involve physical injury and/or property damage occurring at the facility.</p> <p>b) Conduct an investigation of the incident and forward the investigative report to the facility superintendent and central office facility safety officer no later than ten (10) working days after the incident occurred.</p> <p>c) Have available all current <i>National Fire Protection Agency (NFPA)</i>, <i>Occupational Safety and Health Administration (OSHA)</i>, <i>1999 Southern Building Codes</i> and manuals and Department of Children's Services Policies and Procedures that pertain to conducting fire and safety inspections.</p> <p>d) Be responsible for revising and updating the manuals when new information becomes available in order to accurately conform with new and revised NFPA codes, OSHA Standards and DCS Policies and Procedures.</p>
B. Conducting weekly fire and occupational/ safety inspections	<ol style="list-style-type: none">1. The YDC superintendent will designate employees to inspect specific locations over which their department, unit, or security shift maintains responsibility.2. The facilities safety officer will provide training to these inspectors, including eight hours of initial training and one hour of annual supplementary training covering fire safety issues and completion of required forms.3. The fire safety inspectors will document the weekly inspections of their designated locations on forms CS-0117, Inspection Checklist for Offices and Facilities and submit the original to the facilities safety officer by 4:00 p.m. each Wednesday of each week.4. Upon reviewing the checklists for each week, the facilities safety officer will immediately investigate any critical problem conditions and ensure that corrective actions are initiated promptly.
C. Conducting monthly fire and occupational/ safety inspections	<ol style="list-style-type: none">1. The facilities safety officer, maintenance supervisor and the superintendent or his/her designee will conduct monthly inspections.2. The facilities safety officer will provide training to these team members to include four (4) hours of initial training and one (1) hour of annual supplementary training covering fire safety issues and completion of required forms.3. The facilities safety officer will prepare a comprehensive monthly report based upon the findings of the inspection team and submit it for the superintendent's review within ten business days after the end of the month.4. Upon receipt of the monthly report, the facility superintendent or designee will advise, in writing, to each area supervisor to respond in five (5) working days with a corrective action plan. Life safety code violations will be corrected immediately.5. The monthly report will cover the following inspection items:<ol style="list-style-type: none">a) Status Report on Outstanding Deficiencies: Included in this section will be information about those problem conditions from previous fire safety

	<p>inspections (weekly, monthly, or annual) that remain uncorrected at the time of this monthly report.</p> <p>b) Review Of Documentation: This section will include information about forms and reports completed or received during the month, including:</p> <ul style="list-style-type: none">◆ <i>Inspection Checklist for Offices and Facilities (form CS-0117)</i>◆ <i>Fire Exit Drill Reports (form CS-0234)</i>◆ Quarterly alarm and sprinkler inspections◆ Emergency generator logs◆ Hazardous chemical inventory <p>c) Equipment Inspection: This section documents the on-site inspection of fire safety equipment including:</p> <ul style="list-style-type: none">◆ Fire extinguishers and hood suppression systems◆ Fire hydrants and sprinkler system components◆ Emergency power and lighting systems◆ All exit doors and signs; latches, locks, and closers◆ Alarm system components <p>d) TOSHA: This section documents the onsite inspection of the following:</p> <ul style="list-style-type: none">◆ Receiving, shipping, storage of equipment, layout, heights, floor loads, projection of materials, material handling methods◆ Building conditions- floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, aisles◆ Housekeeping- waste disposal, tools, objects, materials, leakage and spillage, methods, schedules, work areas, remote areas, windows, ledges◆ Electricity- equipment, switches, breakers, fuses, switchboards, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding, code compliance, light covers◆ Lighting- type, intensity, controls, condition, diffusion, location, glare and shadow control, standards applied◆ Heating and ventilation- type, effectiveness, temperature, and humidity controls◆ Machines- guarding points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains, frames, controls, lighting, tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, grounding, how attached, work space, location◆ Personnel- training, experience, methods of checking machines for use, methods of cleaning and/or adjusting machinery, clothing used near machines, personal protective equipment, use of guards, tool storage, work practices
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	<ul style="list-style-type: none"> ◆ Hand power tools- purchasing standards, inspection, storage, repair, use and handling ◆ Maintenance- regularity, effectiveness, materials and equipment used, method of locking out machinery, general methods ◆ Personal protection- shoes, eye protection, ear protection, repair, storage, assignment of responsibility, standards observed, rules posted, head protection if working overhead ◆ Prior month deficiencies- compliance with TOSHA regulations, progress made toward compliance
D. Conducting annual inspections	<ol style="list-style-type: none"> 1. The DCS Facilities and Support Services division will schedule annual inspections by the state fire marshal's office for each facility. 2. The inspection report, listing conditions of compliance and non-compliance, will be filed with the superintendent and with the DCS Facilities and Support Services division. 3. The response document will be prepared by the facilities safety officer in coordination with the DCS Facilities and Support Services division and provided to the state fire marshal's office within forty-five (45) days of receipt of the inspection report.
E. Conducting specialized inspections	<ol style="list-style-type: none"> 1. Emergency generator testing, if applicable, will be conducted according to the requirements of <i>NFPA 110</i>. 2. The facility manager/maintenance personnel will conduct the test a minimum of once every two weeks, for a minimum of 30 minutes under full load conditions per test. There will also be an annual 1½- hour full load test conducted. 3. A report will be forwarded to the facilities safety officer by the second and fourth Wednesday of each month, using form CS-0492, Emergency Generator Inspection Report. 4. Battery operated emergency lights will be tested according to the requirements of <i>NFPA 101, Chapter 31-1.3.7</i> requiring specific periodic testing and documentation of performance standards and by <i>NFPA 101, Chapter 5-9</i>. 5. Fire hydrants must be flushed semi-annually (spring and fall) under the supervision of the facilities manager and/or the facilities safety officer. 6. Fire Hydrants will be flow tested at least every three years (3) and/or when major maintenance is accomplished on the water grid system. The facilities management division or another qualified agency will conduct flow testing. 7. All contractors who conduct fire alarm systems or sprinkler systems inspections/service will be currently certified by the <i>State of Tennessee Department of Commerce and Insurance, Division of Regulatory Boards</i>. 8. A quarterly inspection of the fire alarm system (by the State of Tennessee Department of Commerce and Insurance, Division of Regulatory Boards current

	<p>certified contractor), no less than 25% component testing will be conducted at each site.</p> <p>9. A record will be maintained of individual initiating devices and indicating appliance tested each time, so that different devices and appliances are tested in subsequent tests and will be accomplished in accordance with <i>NFPA 72 1996</i>.</p> <p>10. Documentation indicating date, time, test results and name of person conducting the test will be retained in the office of the facilities safety officer. Smoke detectors will be tested annually.</p> <p>11. Sprinkler systems will be inspected and tested (by the <i>State of Tennessee, Department of Commerce and Insurance</i> licensed contractor) at least quarterly in accordance with <i>NFPA</i> standards. Dry pipe valves are required to be trip tested every three years and fire pumps require annual testing.</p> <p>12. The facility inspection team for both sprinkler system and fire alarm quarterly inspection will consist of the vendor, the facilities safety officer and the facility manager or superintendent.</p> <p>13. Portable fire extinguishers will be inspected monthly. An authorized Fire Extinguishing Service Company will maintain the portable fire extinguishers annually in accordance with <i>NFPA</i> requirements.</p> <p>14. All self-contained breathing apparatus will be inspected, tested and maintained as required in codes.</p> <p>15. A qualified vendor will inspect the kitchen hood and fire suppression system at least semi-annually. The hood and ductwork will be cleaned as needed. Documentation of inspections and cleanings will be maintained.</p>
F. Role of all facility staff	<p>It shall be the responsibility of each employee of a DCS facility to be constantly aware of fire hazards, such as altered electrical outlets/cords, overloaded electrical circuits, expended fire extinguishers and improper trash storage. It is essential that all employees make fire prevention a basic part of their daily activities by detecting, reporting and correcting fire hazards. All employees shall be attentive to maintaining good housekeeping standards to further the goal of fire prevention.</p>

Forms:	<p><u>CS-0117, Inspection Checklist for Offices and Facilities</u></p> <p><u>CS-0234, Fire Exit Drill Reports</u></p> <p><u>CS-0492, Emergency Generator Inspection Report</u></p>
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Collateral documents:	<p><i>None</i></p>
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Term	Definition
Fire Safety Inspector:	An employee(s) designated by the Superintendent to perform weekly fire safety inspections of fire and emergency equipment and procedures.
Facilities Safety Officer:	The DCS facility employee appointed by the Superintendent to manage, direct, and supervise the facility fire and safety program.
National Fire Protection Agency (NFPA):	An international organization charged with creating and maintaining minimum standards and requirements for fire prevention and suppression activities, training, and equipment. This includes everything from building code to the personal protective equipment utilized by firefighters while extinguishing a blaze.
Occupational Safety and Health Administration (OSHA):	OSHA was created by Congress under the Occupation and Health Act signed by President Richard M. Nixon on December 29,1970. Its mission is to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health.
State Fire Marshal:	The official assigned to represent the state government in all matters governing fire control and safety in state operated facilities.